

## RECORDING HPRP FINANCIAL SERVICE TRANSACTIONS

### **Rental Assistance**

Record a separate Financial Assistance transaction for each instance of each type of rental assistance as described below. If a single payment is issued for more than one type of rental assistance, record a separate transaction and corresponding amount for each type.

- One-time payment for current month or first month's rent: Enter the start date as the first day for which rental assistance **applies** and the end date as the **last day** of the month for which rental assistance **applies**.*
- One-time payment for last month rent: Enter the start date as the day rental assistance was **approved** for the participant. Enter the end date as the same day as the start date.*
- One-time payment for one to six months of rent arrears: Enter the start date as the day rental assistance for arrears (up to six month's worth) was **approved** for the participant. Enter the end date as the same day as the start date.*
- One-time or multiple monthly payments for two to three consecutive months (going forward) of rental assistance. A new transaction must be recorded at minimum every three months. Enter the start date as the **first day** of the first month for which rental assistance **applies** and the end date as the **last day** of the last month for which rental assistance **applies**. If there is a break of one or more months in rental assistance, a new financial assistance transaction (with corresponding start and end dates) must be recorded.*

### **Utility Payments**

Record a separate Financial Assistance transaction for each instance of utility assistance. For all instances (whether one-time utility payment for current utility bill or one to six months of arrears) enter the start date as the day utility assistance for current bill or for arrears (up to six month's worth) was approved for the participant. Enter the end date as the same day as the start date.

### **Security Deposit**

Record a separate Financial Assistance transaction for each instance of security deposit assistance. Enter the start date as the day security deposit assistance was approved for the participant. Enter the end date as the same day as the start date.

### **Utility Deposit**

Record a separate Financial Assistance transaction for each instance of utility deposit assistance. Enter the start date as the day utility deposit assistance was approved for the participant. Enter the end date as the same day as the start date.

### **Moving Costs**

Record a separate Financial Assistance transaction for each instance of moving cost assistance. Enter the start date as the day moving cost assistance was approved for the participant. Enter the end date as the same day as the start date.

### **Motel & Hotel Vouchers**

Record a separate Financial Assistance transaction for each instance of motel/hotel voucher assistance. Enter the start date as the first day for which motel/hotel voucher assistance applies and the end date as the last day for which motel/hotel voucher assistance applies. If there is a break of one or more days in motel/hotel voucher assistance, a new financial assistance transaction (with corresponding start and end dates) must be recorded.